

# **Montana Newsletter**

*Montana State Library*

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# News

STATE DOCUMENTS COLLECTION



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## MONTANA LIBRARIES AND PROPERTY TAXES

Who would be surprised if the legislature called to order a proposal to abolish property taxes in the state of Montana. This issue has caused great concern and debate; certainly, it has gotten people all over the state involved, which is good for the political process. An alternative proposal is CI-108 which would freeze property taxes at their present rate.

Property taxes currently are a funding source for libraries in Montana. In fiscal year 1986, local tax income supplied 66% of local public libraries' funding. This was through designated property tax levies or through general city or county funds based on income from property taxes. 120 of Montana's public libraries receive their funds to operate from local government sources. Only two libraries have other sources of income greater than those received from local taxes. 61 of the public libraries have less than \$5,000 in other income.

If CI-27 were to pass and local communities were not able to find new sources of funds to operate

libraries, the impact would be significant. The state would have to find a way to replace the lost revenue. The legislature has a number of options. It could raise other taxes, such as a sales tax or a tax on the state lottery. It could also consider a property tax freeze, which would prevent property taxes from increasing beyond a certain percentage each year. This would be a compromise between the two extremes of abolishing property taxes or freezing them at their current level.

Property taxes are a major source of revenue for libraries. If they were to be eliminated, libraries would have to find other ways to raise money. This could be done through donations, grants, or other fundraising efforts. However, these sources are often unreliable and may not be enough to cover the operating costs of the libraries. The impact on the public would be significant, as libraries are an important part of the community.

Montana's libraries would feel the effects of funding cuts. The six university system libraries and the three community college libraries are partially supported by the statewide property tax levy for the university system and the special levies for Flathead, Miles City and Dawson Community Colleges.

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## INSTITUTIONAL NEEDS ASSESSMENT

of institutional needs assessment. The first step is to identify the needs of the institution. This can be done by conducting a survey of the institution's staff and students. The second step is to analyze the data from the survey. This can be done by comparing the needs of the institution to the needs of other institutions. The third step is to develop a plan to address the needs of the institution. This plan should be based on the data from the survey and the analysis of the data.

The fourth step is to implement the plan. This can be done by allocating resources to the plan. The fifth step is to evaluate the plan. This can be done by comparing the results of the plan to the needs of the institution. The sixth step is to revise the plan. This can be done by making changes to the plan based on the results of the evaluation. The seventh step is to repeat the process. This can be done by conducting a new survey of the institution's staff and students.

The eighth step is to report the results of the assessment. This can be done by writing a report that describes the needs of the institution and the plan to address them. The ninth step is to use the report. This can be done by using the report to make decisions about the institution's future. The tenth step is to monitor the progress of the plan. This can be done by tracking the progress of the plan over time. The eleventh step is to evaluate the progress of the plan. This can be done by comparing the progress of the plan to the needs of the institution. The twelfth step is to revise the plan. This can be done by making changes to the plan based on the results of the evaluation.

To implement this process, it is as rapidly as possible. It is recommended that funds be made available to hire a coordinator.

When this consultant is operational, it could be used as a model for other institutional libraries.

3. & 4. A handbook for institutional administrators and librarians should be written in simple, understandable language. A three-day training workshop based on the handbook should be held for librarians with one-day involvement of administrators.

5. The State Librarian should ensure that state library personnel make at least one visit per year to all institutional libraries.

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7. Professional libraries of institutions should be evaluated and appropriate arrangements made in accordance with the needs of the individual institutions.

## AROUND THE STATE

Western Montana College at Dillon has a new Assistant Librarian, Vick Koenig. He is a Great Falls

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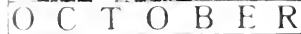
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1250 copies of the handbook were published and distributed at \$1.25 per copy for a total of \$2500. An additional \$1000 was printed and \$1000 was

and available from Western  
Storage, with the following  
information: gold, an 18-  
karat weight of 14.1 g.  
The direction will be  
available within a year,  
with the company's goal of  
fewer than three years.

**Distinguished  
Library Service Award for  
School Administrators.**



Montana State Library

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High School  
Education was  
lost, Mr. Byles

ADMINISTRATIVE RULES FOR  
MONTANA LIBRARY SERVICES ADVISORY COUNCIL  
LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) GRANTS

Sub-Chapter     Montana Library Services Advisory Council

\_\_\_\_\_ The Montana Library Services Advisory Council is created by the Montana State Library Commission with the approval of the Governor in accordance with the provisions of MCA 2-15-122.

\_\_\_\_\_ The Council shall advise the Montana State Library Commission on the development and well-being of libraries in Montana; represent the views and opinions of citizens, library users and librarians to the Montana State Library Commission; gather information and make recommendations to the Montana State Library Commission; advise the Montana State Library Commission on the Library Services and Construction Act Program, including but not limited to the development of the State Plan and its administration, the long-range and annual programs and the evaluation of library program services and activities under the state plan.

\_\_\_\_\_ The composition of the Council shall be eighteen members. Seventeen shall serve for two years and may be reappointed for a second term. Represented on the Council shall be: users of public library services in each federation area, disadvantaged persons, local public libraries, school libraries, academic libraries, special libraries, library service to the institutionalized, library service to the disabled, state employees, state agency libraries, Montana participation in WHCLIST (White House Conference on Libraries), and the Montana Legislature. The president of the Montana Library Association shall serve a one-year term on the Council during the presidency of the Association.

\_\_\_\_\_ The Council shall have the authority to establish by-laws for its internal operation. These by-laws may not conflict with MCA \_\_\_\_\_, the Library Services Construction Act, its rules and regulations, and the EDGAR regulations governing programs of the U.S. Office of Education, or with policies established by the Montana State Library Commission.

Sub-Chapter     Grants to Libraries  
Under the Library Services and Construction Act

\_\_\_\_\_ The Montana State Library Commission shall make available for libraries and library projects, funds under the Library Services and Construction Act as appropriated by the Montana Legislature. The Montana Library Services Advisory Council shall be in accord with the purposes of the individual titles of the Library Services and Construction Act. These are Title I, Public Library Services - the extension of library services to citizens without services or inadequately served

because of distances, physical handicaps or other disadvantages; Title II, Public Library Construction - construction of new facilities and remodeling of facilities to improve energy conservation and meet standards, particularly access for the handicapped; Title III, interlibrary cooperation - the coordination of resources of school, public, academic and special libraries and the establishment and operation of local, regional and interstate cooperative networks.

\_\_\_\_\_ The Council may recommend to the Commission to make funds available through designated projects or through limited calls for proposals to accompany particular objectives or general improvement in library services for residents of Montana or through open competitions for which all libraries shall be eligible as defined in the request for proposals.

\_\_\_\_\_ In making recommendations to the Commission, the Montana Library Services Advisory Council shall use the current long-range planning document and shall recommend to the Commission priorities based on the long-range plan.

\_\_\_\_\_ The Council shall recommend to the Commission the available funds to be used, whether a specific project should be developed or an open or limited competition held and a timeframe for the project.

\_\_\_\_\_ The Council shall encourage participation of libraries and all citizens of Montana in recommended uses for funds under the Library Services and Construction Act.

\_\_\_\_\_ Prior to the fall meeting of the Council, the Montana State Library shall announce to libraries the intent of the Council to receive proposals for projects under the Library Services and Construction Act grant funds. The library shall encourage submission of ideas for consideration and shall summarize the ideas received for the fall Council meeting. The Council shall preliminary discuss at the close of the funds at its fall meeting and shall identify those in which there is significant interest for further development. Following the fall meeting, the Montana State Library shall publicize these to the library community and citizens of the state and shall solicit specific proposals for the Council's discussion at its winter meeting. The Council shall make its decision on the recommendations for use of the funds and shall report this to the Western State Library Commission at its meeting at the Montana Library Association Conference.

#### Open and Limited and Open Competitions for Grants

\_\_\_\_\_ The Council shall, upon approval by the Western State Library Commission, announce to the public the intent of the Council to receive proposals for projects under the Library Services and Construction Act grant funds. The Montana State Library shall issue a request for proposals for grants. This shall include the goals and objectives of the grants, who is eligible to apply, the procedures for the application, the date and place where application may be made and the criteria for awarding competitive grants will be awarded. Libraries, or individuals, or groups, including that shall include in the response a method of evaluation for the project.



\_\_\_\_\_ If instructed by the Council, the State Librarian and staff of the Montana State Library shall conduct a preliminary screening of proposals dividing those into eligible and not eligible.

\_\_\_\_\_ The Council may appoint a special committee or use a standing committee or may itself as a whole determine what they will recommend for funding based on the criteria used in the request for proposals.

\_\_\_\_\_ The Council shall rank all proposals in priority for funding and rejection. This determination shall be based on the stated criteria and a rationale for the determination be prepared.

\_\_\_\_\_ The Council shall present its recommendation to the Montana State Library Commission.

\_\_\_\_\_ The dates, times and agenda of the Council and Commission shall be made known to all who submit grant applications. The recommendation being made shall be made known to those who submit grant applications.

\_\_\_\_\_ Upon action by the Commission, the State Librarian shall notify those who are awarded a grant and those whose proposals are not funded. The notification shall include the reasons why proposals are not funded. The State Librarian shall inform those not receiving grants of the appeal process available to them.

\_\_\_\_\_ The State Librarian shall prepare a contract with that library, individual or agency which received an LSCA grant. The contract shall contain assurances, the responsibilities of the grantee, the responsibilities of the State Library Commission, a payment schedule, and assurances that the statutes of Montana, its administrative rules and regulations, and appropriate federal requirements are met.

#### Sub-Chapter Appeals Process for Denial of a Grant by the Montana State Library Commission

\_\_\_\_\_ The State Library Commission has adopted the Attorney General's Model Rules of Administrative Procedure, as set forth in ARM, Title I, Chapter 3, with the proviso that a hearing on denial of an application for a grant of Library Services and Construction Act funds may be conducted under the Commission's rule \_\_\_\_\_, or in the alternative, under the model rules of contested case hearings.

\_\_\_\_\_ Any person or group submitting a proposal for grant funds to the Montana State Library Commission shall have the right to appeal if the proposal is not funded. The request for the appeal shall be made to the Montana State Librarian at 1515 E. Sixth Ave., Helena, MT 59620 (444-3115) within \_\_\_\_\_ working days of the denial of the grant.

\_\_\_\_\_ Upon receiving a notice of appeal, the State Librarian, acting on behalf of the Commission, shall convene an independent review committee. The committee shall be composed as follows: a representative named by the appellant who is not from the appellant's library or governing authority; a representative chosen by the chair of the Montana Library Services

Appeal: \_\_\_\_\_, who is not a Council member; a representative from the library community who is not connected to the appellant, named by the chairman of the Library and Trustees Division of the Montana Library Association.

\_\_\_\_\_ The independent review committee shall hear the appeal based on procedures which it shall determine. Both the appellant and the State Librarian shall have equal opportunity to present testimony either in writing or orally, and to respond to points raised by the other party. The independent review committee shall make its findings and recommendations to the Montana State Library Commission. The Commission may affirm, deny, or modify the recommendation of the independent review committee.

\_\_\_\_\_ The State Librarian, upon final determination of the appeal by the Commission, shall notify the appellant in writing. This notice shall conclude the appeal process.